



## FOOD VENDOR GUIDELINES

In celebration of the Alltech FEI World Equestrian Games, Lexington is planning a 17-day festival, Spotlight Lexington, in downtown Lexington, September 24 – October 10, 2010. Entertainment, arts and crafts, and children's activities will be conducted at the Robert F. Stephens Courthouse Plaza, Cheapside Park, and Triangle Park during Spotlight Lexington generally from noon to 10 pm.

With a festive environment in the downtown area, this will engage to local and regional guests, as well as the international visitors to come downtown during the noon and evening hours. Selected food vendors will be located within the festival area and participate in various partner programs and exclusive sponsorships.

### FOOD CONCESSIONS SITES:

The Special Events Commission has declared the following as the festival area; Jefferson Street from High Street to Second Street; Second Street from Jefferson Street to Limestone Street; Limestone Street from Second Street to Pleasant Stone Street; Pleasant Stone Street from Limestone Street to Corral Street; Corral Street from Pleasant Stone Street to Midland Avenue; Midland Avenue from Corral Street to Main Street; Vine Street from Main Street to Grand Boulevard; Grand Boulevard from Vine Street to High Street; High Street from Grand Boulevard from Vine Street to High Street; High Street from Grand Boulevard to Jefferson Street from 12:00 am on September 24, 2010 until October 10, 2010.

Food concessions will be located throughout the area listed above. **Vendors can not set up tables, chairs and/or other seating arrangements in these areas.**

### LOCATION ASSIGNMENTS:

The number of locations available for food concessions is limited. Spotlight Lexington will assign all locations for approved food vendors based on the following criteria respectively:

1. Availability of appropriate and safe power supply. All electrical hookups and wiring will be safe and approved prior to operation.
2. Overall appearance of the vending booth.
3. Menu items available.

The exact number of available locations cannot be determined until the applications have been received and the power and space requirements have been identified.

Only Spotlight Lexington selected vendors can sell food within the festival area. This includes those vendors who are licensed to operate a food concession throughout the remainder of the year in locations used by LFUCG.

### ELECTRICAL REQUIREMENTS:

Special attention will be paid to the safe hookup and provision of power during the Spotlight Lexington Festival. Specific electrical and safety requirements are outlined in the "Safety Guidelines" document included in this packet (Addendum 2). Compliance with these guidelines is required to participate as a food vendor in the festival. *Please read the "Safety Guidelines carefully!*

In order to best match locations and power requirements, private permission for specific locations will not be accepted or recognized. Security will be strictly enforced.

To minimize any issues during setup, it is recommended all selected food vendors have their booth/unit inspected prior to September 24, 2010. To set up an inspection time or to ask questions concerning electrical safety issues, contact Sandy Jones with the Commonwealth Inspection Bureau at 859-263-7800. Any problem areas and deficiencies will be identified at this time so they may be corrected and re-inspected prior to setup. An on-site inspection will be conducted at setup as well.

### VENDOR FEES:

Each food vendor requesting space for the Spotlight Lexington festival must complete an application. Incomplete applications will not be considered.

Available dates and vendor fees are outlined below. Please indicate which dates you are applying for:

- ☐ Weekend #1: \$400 (September 24, 25 & 26)
- ☐ Weekend #2: \$500 (September 30, October 1, 2 & 3)
- ☐ Weekend #3: \$500 (October 7, 8, 9 & 10)
- ☐ All Three Weekends: \$1,250

**There is a non-refundable application fee of \$150. The fee must accompany the application at the time of submission.** Applications will be accepted on a first-come, first-served basis. Checks should be made payable to LFUCG/Spotlight Lexington.

The deadline for applications is February 1, 2010. You will be notified on or before March 1, 2010 if you have been selected to participate in Spotlight Lexington as a food vendor. The remaining balance of your vendor fee will be due March 31, 2010.

In an effort to keep our downtown clean during and after the festival, there is a \$100 cleaning deposit per weekend of participation. This deposit must be submitted with the Vendor Fee. The deposit must be written as a separate check from the vendor fee. Checks should be made payable to Spotlight Lexington/LFUCG. Following the conclusion of the festival and upon inspection, vendors that keep and return their designated area to its original clean condition, the \$100 cleaning deposit will be refund. *Vendors using machines that could leave the streets or sidewalks dirty (grills, soda machines, etc...) are required to put a tarp underneath their equipment (if not subject to having cleaning deposit forfeited).*

### INDEMNIFICATION AND INSURANCE

Please read, sign, and return the "Release and Indemnification" form (Addendum 3).

#### HEALTH DEPARTMENT REQUIREMENTS:

The Lexington-Fayette County Health Department closely examines safe storage, preparation, and serving of food. One person per booth is required to have a food handler card. Enclosed is a copy of the Temporary Food Service Guidelines (Addendum 4). **ALL participating food vendors must complete both a Temporary Food Service Registration (including listing foods to be served) (Addendum 5) and an Application for Permit to Operate (Addendum 6).** If you currently have a state license, you must fill out the forms listed above but you will not pay the \$25.00 temporary fee. **Addendum 4 – 6 must be sent to the Health Department along with the \$25.00.**

Any questions concerning these issues should be directed to Shana Davis or Jason Ferry, Health Environmentalists with the Lexington-Fayette County Health Department, 231-9791.

#### SERVING ALCOHOL:

If you are selected to be a food vendor and approved to serve beer and/or wine, you must apply to the Alcohol Beverage Control office for a temporary license. When applying for a temporary license, the following items are required: 1.) a criminal history check 2.) a completed application form supplied by the ABC, and 3.) a certified check, cashier's check, or money order made payable to the Kentucky State Treasurer and the Lexington-Fayette Urban County Government for the respective license fees. Following is the fee layout for receiving a temporary license:

	<b>LFUCG</b>	<b>State</b>	<b>TOTAL</b>
Beer	\$25.00	\$50.00	\$75.00
Wine	\$50.00	\$50.00	\$100.00

The ABC office is located at 740 National Avenue and their telephone number is (859) 258-3796.

#### MANDATORY FOOD VENDOR MEETING:

Once vendors have been selected, accepted their space assignment, there will be a food vendor meeting with the Spotlight Lexington coordinator to answer any pertinent questions.

#### APPLICATION SUBMISSION

A helpful checklist is included as the last page of this document for submitting the completed application packet. Keep this for your own reference.

Completed application packets and any questions should be directed to:

Krista Greathouse  
LFUCG/Spotlight Lexington  
200 East Main Street -12<sup>th</sup> Floor  
Lexington, KY 40507  
(859) 258-3121

We look forward to working with you during Spotlight Lexington.



Office Use Only  
DATE: \_\_\_\_\_

Application  
Check#: \_\_\_\_\_

## FOOD VENDOR APPLICATION

PLEASE INDICATE WHICH DATES YOU ARE APPLYING FOR:

- ☐ WEEKEND #1: \$400 (SEPTEMBER 24, 25 & 26)
- ☐ WEEKEND #2: \$500 (SEPTEMBER 30, OCTOBER 1, 2 & 3)
- ☐ WEEKEND #3: \$500 (OCTOBER 7, 8, 9 & 10)
- ☐ ALL THREE WEEKENDS: \$1,200

SIZE OF SPACE NEEDED: \_\_\_\_\_

(When figuring the amount of space needed you must include the total length of your trailer; including the hitch.)

### **SECTION 1:** (Please type or print)

NAME OF FOOD UNIT: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

VENDOR CONTACT: \_\_\_\_\_

CONTACT PHONE NO: DAY: ( ) \_\_\_\_\_ EVENING: ( ) \_\_\_\_\_

FAX: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

### **SECTION 2:** PLEASE LIST ALL FOOD ITEMS TO BE SERVED (enclose printed menu):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN ADDITION TO FOOD, WOULD YOU LIKE TO SERVE BEER AND/OR WINE\*?

☐ YES ☐ NO

If yes, please indicate what you will serve:

☐ BEER AND SPIRITS ☐ BEER ONLY ☐ SPIRITS ONLY

\*You must serve food to serve alcohol.

DO YOU NEED WATER?

☐ YES

☐ NO

WILL YOU BE USING A REFRIGERATION TRUCK? ☐ YES ☐ NO

**SECTION 3:** DO YOU NEED ELECTRICITY?

☐ YES

☐ NO

If yes, please complete the following information. Be as specific and accurate as possible.

**Read Addendum 5!**

WHAT AMPERAGE IS REQUESTED? \_\_\_\_\_

DO YOU HAVE A PANEL BOX?

☐ YES

☐ NO

If yes, is the box : ☐ 110 VOLTS or ☐ 220 VOLTS

HOW MANY AMPS ARE IN THE PANEL BOX? \_\_\_\_\_

IS THE UNIT DIRECT WIRED?

☐ YES

☐ NO

WHAT IS THE SIZE OF THE CORD? \_\_\_\_\_ LENGTH? \_\_\_\_\_

**110 VOLTS:** HOW MANY APPLIANCES WILL YOU USE? \_\_\_\_\_.

(Please list each unit and its amperage)

_____	_____
_____	_____
_____	_____

**220 VOLTS:** HOW MANY APPLIANCES WILL YOU USE? \_\_\_\_\_.

(Please list each unit and its amperage)

_____	_____	AMPS	_____	_____	AMPS
_____	_____	AMPS	_____	_____	AMPS
_____	_____	AMPS	_____	_____	AMPS

**SECTION 4:** WHAT TYPE OF UNIT DO YOU HAVE (enclose 3 photos)?

☐ Tent/Booth

☐ Factory made Trailer

☐ Rented Trailer (Make \_\_\_\_\_)

☐ Push cart

☐ Other \_\_\_\_\_

SIZE OF UNIT: \_\_\_\_\_ ft BY \_\_\_\_\_ ft

IS UNIT MOBILE? ☐ YES ☐ NO

PLEASE DIAGRAM YOUR UNIT BELOW OR ATTACH A SEPARATE SHEET SHOWING THE FOLLOWING INFORMATION:

- A. Dimensions (Please include Dimensions of the unit itself and the length of tongue/hitch, if applicable, and space required to enter and exit the unit.)
- B. Location (front or side) and size of the serving windows(s). Also, please show the location of doors.
- C. Location of the electrical box inside the trailer.

## ADDENDUM 1

### CONDITIONS OF PARTICIPATION

Exhibitor agrees to the following:

1. To comply with the "Safety Guidelines" (Addendum 5) as contained in the application packet. To have the unit inspected and deficiencies corrected prior to arrival.
2. To adhere to the "Temporary Food Service Guidelines" (Addendum 6) and secure all necessary permits and licenses.
3. Each vendor will be subject to an on-site inspection by the Health Department and the Urban County Government.
4. Complete application packets will be accepted on a first-come, first-served basis.
5. Location assignments will be determined by Spotlight Lexington based on the following criteria:
  - a) Availability of appropriate power source
  - b) Overall appearance of vending booth
  - c) Menu items to be served
6. Private permission for specific locations will not be accepted.
7. No vendor will be allowed to set up seating for patrons. All seating will be provided by the Spotlight Lexington Festival Committee.
8. All food vendors must be approved by Spotlight Lexington and pay an application fee, vendor fee and clean up deposit fee per individual unit in order to do business during the Festival.
9. Spotlight Lexington will have an official beverage sponsor. All soda, bottled water, juice, sport drinks, energy drinks, etc. must be purchased through the sponsor.
10. Should Spotlight Lexington have an official beer sponsor, all beer products (domestic, premium, non-alcoholic, etc.) must be purchased through the sponsor or designated distributor.
11. Should Spotlight Lexington have an official spirits sponsor, all spirit product must be purchased through the sponsor or designated distributor.
12. Upon arrival at a Festival Location, check-in procedures will be followed.

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Signature of Food Vendor

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Date

## ADDENDUM 2

### SPOTLIGHT LEXINGTON FOOD CONCESSION SAFETY GUIDELINES

The following are general safety requirements for booth-type mobile units or structures and pre-fabricated concession units assembled on-site, for temporary use during special events:

1. Construction must be such that sharp edges, attached equipment and drop-down counters will not cause danger to the public.
2. L.P. gas units will be inspected and must be approved for use at each setup location on the day of the event.
3. No open fires are allowed, but charcoal grills are permissible. **You must have a tarp under any grill to catch the grease.**
4. Each unit must be equipped with an approved fire extinguisher.
5. Electrical hookups must be safely connected to appropriate power sources.
  - A. Spotlight Lexington will provide power to approved vendors for food-producing appliances only. Power will not be provided for comfort items such as fans, TV's, etc. A 20-amp power cord equipped with a Ground Fault Interrupter (GFI) at the vendor's end of the cord will be provided. **If vendor has amperage requirements greater than 20 amps, the vendor must supply the cord.**
  - B. In each pre-wired unit, all interior wiring must be in good repair and at no time, be exposed to the public. The vendor is responsible for ensuring the wiring in all trailers/booths, including rented units, is safe and in good repair.
  - C. Each unit must be equipped with an approved fuse or breaker panel box. Each unit must be equipped with a power cable running from the panel box to the exterior (non-public) side of the unit and equipped with a male-type receptacle with ground. Extension cords shall not be used.
  - D. If you cannot comply with these requirements, alternative wiring methods must be reviewed and **approved** by Spotlight Lexington.
  - E. On 220 connections, direct wire hookup will be provided. You will be required to provide a female receptacle, short cable and connection box for your equipment if your unit is not wired for such. Units requiring 220 service must have a 4-wire electrical system instead of a 3-wire system. No 2-wire electrical system will be accepted under any circumstance.
  - F. Vendors must adhere to safety guidelines at their sole responsibility. Failure to do so may result in cancellation of the vendor contract to participate in Spotlight Lexington. An on-site inspection will also be conducted at setup. Festival representatives will not perform on-site repair or installation of wiring inside the booths/trailers.
  - G. Electric supply will be terminated at the scheduled close of the event.



### ADDENDUM 3

#### RELEASE AND INDEMNIFICATION

In consideration of being permitted to take part in Spotlight Lexington the undersigned participant hereby releases, absolves, holds harmless and waives all claims against the Lexington-Fayette Urban County Government, the Special Events Commission and/or the LFUCG Host Committee, for any losses or injuries of any kind whatsoever and further agrees hereby to indemnify, save and hold them harmless from and against all liability, claims, demands, damages, losses, costs and expenses (including reasonable attorney fees) which they, or any third parties, may suffer or incur as a result of the operation of food vendor's booth or business. Furthermore, this food vendor has read and agrees to comply with the "Safety Guidelines" and "Temporary Food Service Guidelines."

\_\_\_\_\_  
Signature of Food Vendor

\_\_\_\_\_  
Date

#### INSURANCE INFORMATION

*Please complete the information requested below and include a Certificate of Insurance (COI).*

**Types of Insurance** (General Liability, Auto, Workers Compensation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Coverage Amounts:** \_\_\_\_\_

**Agent:** \_\_\_\_\_

**Term:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

## ADDENDUM 4



### DIVISION OF ENVIRONMENTAL HEALTH

333 Waller Avenue, 4th Floor

Lexington, Kentucky 40504-2915

TEL (859) 231-9791 FAX (859) 231-9459

### TEMPORARY FOOD SERVICE GUIDELINES

A Temporary Food Service Establishment shall comply with the requirements of the Lexington-Fayette County Food Service Regulation #19.

As of January 1, 2001 temporary concessions which operate for one - three (1-3) days will be charged a \$25.00 permit fee. Those that operate for one – fourteen (1-14) days will be charged a \$30.00 permit, shall meet all other requirements for Temporary Food Service Establishments and are subject to inspection and enforcement by Health Department Inspectors. The only exception from fees will be for non-profit organizations with documentation of 501(c)(3) status. The permit fee is payable to Lexington-Fayette County Health Department (LFCHD).

Only those potentially hazardous foods requiring limited preparation shall be prepared or served **unless** specifically approved by the department.

A **permit application** and **list of foods** to be offered shall be submitted to this Department **prior** to the operation of any temporary food concession.

#### FOODS:

- ▶ Foods shall be wholesome and obtained from an approved source.
- ▶ No home canned foods or shellfish.
- ▶ **THE PREPARATION OF FOODS IN A HOME KITCHEN OR ESTABLISHMENT NOT SUBJECT TO HEALTH DEPARTMENT INSPECTION IS PROHIBITED.**

#### FOOD PROTECTION:

- ▶ Store prepackaged food and drinks in drained ice.
- ▶ **Prepare and serve foods from an enclosed (minimum of three (3) walls and overhead protection) booth.**
- ▶ Screening and fly fans are effective against the entry of flies. Keep doors closed.
- ▶ Foods may be grilled outside but must be returned to booth for storage/service.
- ▶ Keep hot potentially hazardous foods at 140°F or above and cold foods at 45°F or below.
- ▶ A metal stem thermometer is required.
- ▶ Condiments must be provided in individual packages or approved dispensers.
- ▶ Do not display relish/onions/etc. for customer self-service.
- ▶ Cover all foods to protect from contamination (flies, sneeze, dust, overhead contamination).
- ▶ Store food, utensils, and single service articles (cups, straws, napkins) at least 4" off the floor/ground.

**FOOD EQUIPMENT:**

- ▶ Use utensils and scoops with handles for food and ice.
- ▶ Do not store food in ice meant for consumption.
- ▶ All equipment, utensils and food preparation surfaces must be clean and in good repair.
- ▶ Ice cream scoops shall not be rinsed in standing water (prior approval of dipper well system shall be obtained).

**PERSONNEL:**

- ▶ Effective hair restraints shall be worn by all workers.
- ▶ One person responsible on duty shall have a food handler card. (Food handler cards may be obtained on Monday through Friday – 8:30 a.m.–4:00 p.m. There is a \$10.00 fee – cards are valid for three (3) years.
- ▶ No smoking, eating or drinking allowed in booths.

**HANDWASHING:**

- ▶ Provide adequate clean water, soap and paper towels at all times for hand washing.
- ▶ A covered container with a spigot is recommended.

**UTENSIL WASHING:**

- ▶ Provide three (3) containers (dish pans, buckets) of clean water for utensil washing. One container must have dish detergent and one must have sanitizer (household bleach, detergents, etc.). **Change water often.**

**OTHER:**

- ▶ Provide washable trash containers. No boxes or paper bags permitted.
- ▶ Store all poisonous compounds (bleach, detergents, etc.) in properly labeled containers away from food, single-service articles and utensils.
- ▶ All light fixtures (exception: heat lamps) shall be shielded.

**SHOPPING LIST:**

- |                                       |                            |
|---------------------------------------|----------------------------|
| ▶ Metal stem meat thermometer         | ▶ Extra serving utensils   |
| ▶ Thermometers for refrigeration unit | ▶ Trash can                |
| ▶ Hand soap                           | ▶ Hair restraints          |
| ▶ Paper towels                        | ▶ Food Handler Cards       |
| ▶ Water                               | ▶ Health Department Permit |
| ▶ Sanitizer (Bleach), (Sanitabs)      |                            |
| ▶ Dish Detergent                      |                            |

ADDENDUM 5



**DIVISION OF ENVIRONMENTAL HEALTH**

333 Waller Avenue, 4th Floor

Lexington, Kentucky 40504-2915

TEL (859) 231-9791 FAX (859) 231-9459

**TEMPORARY FOOD SERVICE REGISTRATION**

Name of Concession	_____
Owner/Sponsoring Organization	_____
Contact Person	_____ Daytime Phone
Location of Booth	_____
Construction of Booth (trailer, tent, etc.)	_____
Date(s) of Operation	_____
Hours of Operation: From	_____ To _____

**FOOD LIST**

FOOD TYPE	WHERE PURCHASED	METHOD OF STORAGE	FACILITIES TO MAINTAIN TEMPERATURE

FOOD MUST BE PREPARED ON-SITE OR AT A PERMITTED FOOD SERVICE LOCATION.  
If any food is to be prepared at another location, give location name and address and date and time facility will be used.

TO BE COMPLETED BY PERSON AUTHORIZING USE OF FACILITY.

LOCATION NAME	ADDRESS OF FACILITY	DATE	TIME PREPARED

\_\_\_\_\_  
Signature of Owner of Facility

\_\_\_\_\_  
Date

- The Health Department reserves the right to prohibit the sale of specified items after reviewing the completed list. The applicant hereby grants the right of inspection to the Lexington-Fayette County Health Department Representatives.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ADDENDUM 6

**DFS-202 (Rev. 4-07)**  
**APPLICATION FOR A PERMIT TO OPERATE A**  
**☐ TEMPORARY or ☐ FEE EXEMPT FOOD SERVICE ESTABLISHMENT**  
(AS REQUIRED BY KRS 217.005 TO 217.992)

☐ *COPY OF CERTIFICATE OF TRAINING ATTACHED*

Temporary Permit Fee: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	County: _____ Date of Application: _____
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Temporary Dates of Operation: \_\_\_\_\_

Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City	State	Zip Code
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FEE EXEMPT: If changes since last application indicate:		
Previous Name: _____		
Previous Owner: _____		
Previous Address: _____		
City	State	Zip Code

The applicant hereby grants the right of inspection to Cabinet for Health Services representatives during normal working hours.

Signature of Applicant: \_\_\_\_\_

**FOR OFFICE USE:** \_\_\_\_\_

Local Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
*Signature and Title*



## APPLICATION PACKET CHECKLIST

To be considered as a food vendor during Spotlight Lexington, please complete and submit the following:

- \_\_\_\_\_ Food Vendor Application for Spotlight Lexington
- \_\_\_\_\_ Diagram of booth containing all information requested.
- \_\_\_\_\_ 3 Photos of vending booth
- \_\_\_\_\_ Printed menu
- \_\_\_\_\_ Signed and dated "Conditions of Participation" (Addendum 1).
- \_\_\_\_\_ Signed and dated Indemnification with insurance information (Addendum 2).
- \_\_\_\_\_ Non-refundable application fee of \$50 made payable to LFUCG/Spotlight Lexington.  
Deposits are due by February 1, 2010.
- \_\_\_\_\_ Addendums 4 – 6 must be turned in to the Health Department along with the applicable fee.

Application packets as well as any questions should be directed to:

Krista Greathouse  
LFUCG/Spotlight Lexington  
200 East Main Street -12<sup>th</sup> Floor  
Lexington, KY 40507  
(859) 258-3121